
MEMORANDUM - OFFICE OF THE BOARD OF SELECTMEN

TO: Board of Selectmen

FROM: Michael Branley, Administrative Coordinator

RE: Weekly Update

DATE: January 18, 2012

CC:

Next Board of Selectmen meeting Tuesday January 22nd at 5:30 p.m.

This week I was able to tie up some loose ends and continue our preparations for the auditors, who will be in the week of January 28th. Wendy and I were able to do some picking up and organizing around the office and relocated some of our old boxed files to the basement at least temporarily until we can find a more permanent home for them. I also finalized and submitted to DES the 2011 Annual Facility Report for the transfer station. Fortunately how to do so will be fresh in my mind to submit 2012's report.

After your receipt of the Health Insurance Benefit Advisory Committee's report I have prepared documents to meet with our full time employees and to reach a consensus on which plan they want to be offered based on the amount the Town is going to contribute. I hope to have that discussion Tuesday so we have the sense of the employees prior to your meeting that night.

After Betsy located the 2003 Notice of Decision regarding the ski mountain from the Planning Board I discovered that the mountain is authorized to have up to 24 late-night skiing events between December 26 and the end of the ski season. While based on their website it does not appear that Crotched Mountain is holding too many events, it is not meeting the requirement that it "inform the Franconstown Planning Board and Board of Selectmen, in writing, of its plans to operate on any such dates, no less than thirty (30) days prior to the date of activity." At this point since this is really a code enforcement matter I passed this information along to Ed; Ed called Crotched Mountain and they will be sending us the scheduled dates in writing. Next year we will need to remember to stay on top of them if they have not notified us of these late-night events.

This week I also had a meeting with a community relations representative from PSNH. Some interesting notes were that sometimes they have funding available for towns to have energy audits done and to fund energy efficiency projects; in addition, when we have dead trees presenting imminent hazards we should contact PSNH because if they are threatening power lines PSNH may remove the tree or branches at their expense.

REMINDER: Your meeting with the Greenfield Board of Selectmen is scheduled for Thursday January 24th at 6 p.m. to discuss shared services and the impact of the ConVal school system. Also, the Town Offices are closed Monday in observance of Martin Luther King Jr. Day.

Outstanding Projects list:

1. Tax Deeded Condo Unit 11
2. Sign General Assessing Contract (**status update** – after receiving comments from Town Counsel I clarified a few topics with Dave and we have finalized the contract, which is in your items to sign folder. If possible, please review this prior to your meeting so we can sign it on Tuesday and get Dave in for his first day soon. We will be coordinating a regular morning that he will be scheduled to be in the Town Offices so people can direct their assessing questions at those times)
3. Receive & Review of Facility Maintenance Plan from MRI (**status update** – we have received the final report, which is in your new business folder)
4. Sign Landscaping Contract (status update – I am putting together a draft contract and will be in touch with Derek after his meeting with the Recreation Commission to confirm everything is all set; at that time Town Counsel will review the contract and then you can sign it)
5. 2013 Budget Development & Review Process (**status update** – you are meeting with the Budget Advisory Committee on Tuesday and departments interested in discussing your changes to their budget)
6. Health Insurance Benefits Review Advisory Committee report (**status update** – I am planning to discuss the Committee's report with the employees on Tuesday)
7. PSNH Abatement appeal & FairPoint court case